

DCHS Band Booster Fundraising Guidelines/Procedure

The purpose of this policy is to help provide guidance for fundraising events within the DCHS Band and Guard programs and to safeguard the reputation of the program within the community.

Fundraising allows our programs to fund student accounts, the General Fund and the various other program needs.

Fundraisers take place over the course of the program year and are typically scheduled at the start of the school year to allow proper planning. Fundraiser events are presented to the Band Booster Executive Board by the Fundraising Team Leader and are voted on at the monthly Executive Board meetings. Executive Board meetings are scheduled for the second Monday of each month starting at 7pm.

Additional fundraising proposals need to be presented in writing to the Fundraising Team Leader either prior to the monthly Team Leader meetings which are scheduled on the second Monday of each month at 6pm in order to be reviewed by the Executive Board.

All money raised by these events must be reported to the Executive Board to ensure proper documentation by the Treasurer for IRS accounting purposes.

All approved fundraisers initiated on behalf of the Decatur Central Band and Guard programs need to be in the programs name and not in the name of an individual due to tax liabilities.

DCHS Band & Guard fundraisers are operated solely by the band and guard program and are approved or denied by the DCHS Band Booster Executive Board. The DCHS Director of Bands has the final authority to approve or veto any fundraiser, even if previously approved.